TITLE: **CENTRAL OFFICE SECRETARY**

QUALIFICATIONS: A true interest in the operation of a school, and is willing to become involved in procedures, etc. that make for an efficient office with a professional atmosphere.
Trustworthy and capable of maintaining confidential information in a professional manner.
Maintain effective working relationships with students, parents, district employees, and the general public.
Possess capable skills in computers, typewriting, business practices, business English, filing and spelling.
Specifically, this individual should have highly developed skills for the following applications: Microsoft Word, Excel, and PowerPoint; Google Drive; and Adobe Acrobat.
Minimum educational level of high school graduate.

REPORTS TO: APPROPRIATE DIRECTOR OR CENTRAL OFFICE ADMINISTRATOR

JOB GOAL: To assist with the smooth and efficient operation of the central office tasks so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Compiles information for and maintains a database elements for systems related to: assessment and curriculum validations, student information systems, transportation, staff information systems, attendance systems, etc.
3. Accurately inputs various data elements (e.g. validated curricula into the District Assessment Software; Bus route information into routing software; IEP/504 information into ISBE/Local platforms).
4. Assembles and updates hard copies as appropriate: (e.g curriculum binders, student records, staff records).
5. Performs word processing for various documents.
6. Accurately uploads materials into appropriate softwares/platforms (e.g. student assessments, various student records, staff records).
7. Copies, delivers and files materials used by teachers and students for assessments and other student records and/or staff records.
8. Support teachers during summer curriculum work and professional development activities such as managing with paperwork, and recordkeeping.
9. Creates electronic records and documentation for all processes and assigned work.

10. Provides parent support for parent portal(s).
11. Assists with the following: creation of schedules, graphs and charts, and presentations; mail merging various communications and reports; and data analysis tasks.
12. Assists in preparing for meetings and training activities, specifically acquiring materials and supplies required.
13. Performs other such reasonable duties as assigned by the Director and/or other designated administrator.

TERMS OF EMPLOYMENT: 220 day contract to be determined in conjunction with administrative supervisor, and conditions of the individual employment contracts will be determined annually by the Board of Education upon recommendation by the Administration. Other benefits and work conditions are as per established Board of Education policies and the Educational Support Staff Handbook.

EVALUATION: Performance will be evaluated by the administrator in accordance with the Board policy on evaluation of educational support staff.